

Job Shadowing 2014

Please remember that our hosts have been very gracious in providing this shadowing experience. They have spent considerable time preparing to accommodate visitors. These individuals are our partners and deserve the utmost respect and professionalism throughout the shadowing experience.

A list of Hosts with contact information is available on this site link. Also posted is the Shadowing Schedule. The shadowing has been staggered this year to accommodate for our COA site visits. Please check the schedule for your timeframe of completion.

Shadowing Steps

1. **Registration Information:** Self Registration in Edison (Contact your training coordinator if you need assistance).
2. Select a host and utilize the contact information provided to set up a date and time to shadow.
3. Print the "Record of Shadowing Participation" form (located on this link site). After your shadowing experience, fill out the form completely, bubble in your responses for the date, times and location.
4. If you have participated in a QSR review this year please indicate the region on the bubble sheet under the heading QSR Host Region.
5. Ask your supervisor to review the form and sign it.
6. Turn in your completed Record of Training Participation form to your Training Coordinator. Your training coordinator will process the form for training credit. (four hours of training credit have been allotted for the shadowing experience)